



Job Opportunity

State Controller's Office

Position: Senior Accounting Officer (Specialist)

Statewide

Location: Division of Collections
3301 C Street, Suite 712, Sacramento, CA 95816

Issue Date: August 16, 2006

Final Filing Date: Until Filled

Contact/Telephone:

Susan Lash, (916) 322-1812

Who May Apply: Individuals who are currently in this classification, eligible for lateral transfer or promotion, or reachable on a certification list. SROA/Surplus candidates are encouraged to apply.

* Free Parking Provided

California Relay Service: 1-800-735-2929

Position Number(s): 051-550-4567-004
Ref 0818.ACT2

Please call (916)323-3055 to request reasonable accommodations

Scope of the Position:

With general direction of the Accounting Administrator I (Supervisor), the Senior Accounting Officer (Specialist) is independently responsible for the more difficult securities sales and performs as lead person for the Sale of Securities Unit. The Sale of Securities Unit is responsible for all accounting and sale activities for the Bureau's portfolio. Incumbent must have an understanding of the securities business relating to sales such as understanding whether or not securities are selling X-Dividend; the impact of certificates that are sold through the Depository Trust Corporation (electronic trading) or through a securities broker, or whether or not a security is thinly traded. Duties include, but are not limited to the following:

Duties and Responsibilities:

Candidates must perform the following essential functions with or without reasonable accommodations

- Analyze and resolve Bureau's more difficult stock portfolio issues to indentify the securities eligible for sale;
- Reconcile sales proceeds, shares and certificates to the authorized sale;
- Ensure all sales are preformed in accordance with Civil Code Procedure (CCP);
- Consult with the State Controller's (SCO) contracted broker, to ensure sales are executed pursuant to SCO policy and the contract broker;
- Analyze and reconciles the most difficult financial transactions on the Securities Assest Accounting System (STKS) and Non-Certificate Account Tracking System;
- Review and monitor sales to ensure completion and timeliness of transactions entered into the STKS and that the transactions are in accordance with all Regulations, Policy and Procedures;
- Reconcile securities unclaimed property reports and perform other securities related activities;



The State Controller's Office is committed to providing equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, gender, disability, religious or political affiliation, age, or sexual orientation.



- Interpret and apply laws and regulations governing unclaimed property as to the computation of securities valuation;
- Identify and resolve issues that are related to the sale of securities function;
- Review proposals to change the Securities Accounting System and prepare cash proceed sale reports for management;
- Provide assistance to management in the review of defining the required services that must be included in a Request for Proposal (RFP) to obtain brokerage and settlement agent services for the Bureau;
- Ensure the RFP covers all services that will be required in order to successfully execute the operation of all sales in the Securities Unit;
- Monitor the current contract to ensure the bidder is providing all required services;
- Develop accounting procedures and make recommendations for system changes;
- Interpret and disseminate information regarding Unclaimed Property Law, Administrative Code Regulations and Bureau Policy to holders of unclaimed property;
- Interpret accounting data to identify program and system problem areas;
- Prepare applicable correspondence, provide accounting information and reports to management;
- Serves as lead for special projects to ensure efficient performance when the program interfaces with other internal accounting systems;
- Provide monthly and year-end financial reports to management;
- Consult with holders to ensure timely remittance of securities through SCO's contracted broker for all securities-related activities;
- Trains staff in the Stock/Mutual Fund Accountability;
- Assists other units with research and resolution of complex claims and securities.

Applications will be screened and only the most qualified will be interviewed

How to Apply:

All hires will be subject to a background check.

For permanent positions, SROA and Surplus candidates should attach "surplus letters" to their application. Failure to do so may result in your application not being considered.

Please submit a STD. 678 State Application and Résumé to:

State Controller's Office

Division of Collections
3301 C Street, Suite 712
Sacramento, CA 95816

Attn: Susan Lash

Reference Number 0818.ACT2, 051-550-4567-004. (Candidate must indicate this Reference Number on resume and in the box marked "Examination or Job Title for which you are applying" on the front page of the Employment Application STD 678).